

Name: _____ Period: _____

A Day in My Life

Goal: When you have completed this activity, you will know how to do the following in a spreadsheet: format, insert, delete, copy, paste, calculate formulas and functions, sort, and create and interpret charts (graphs).

1. Fill out the following chart of the hours you spend doing your weekday activities.

Activity	Hours
Chores	
Eat	
Hobbies	
Homework	
Other	
Read	
School	
Sleep	
Video Games	
Watch TV	
TOTAL	24

2. Open the Excel file called “A Day in My Life” found on the CTE website. Save the file to your H drive as “A Day in My Life”.

3. In the spreadsheet, enter the following in the corresponding cells:

<u>Cell</u>	<u>What to type</u>
A1	Your name
C1	Period
B3:B12	Fill in the number of hours you spend doing each activity
B13	=SUM(B3:B12) (The sum of all of your hours – should be 24 when finished.)
C3	=B3/24 (The percentage of time you spent on chores.)
C4:C12	A similar formula as in C3 (above) but changed for each cell to figure the time spent for each task.
C13	=SUM(C3:C12)

Highlight cells C3:C13 and format to % (HOME – NUMBER - %)

4. Sort the chart by “hours” highest to lowest

- a. Select the cells **A2:B12**
- b. Click on DATA – SORT AND FILTER - SORT
- c. Select “Sort by HOURS”
- d. Select “LARGEST TO SMALLEST”
- e. Make sure “My data has headers” is selected
- f. Click “OK.” The activities should be sorted from highest to lowest by hours.

5. Make a “PIE” Chart

- a. Select the cell **A2:B12**
- b. Click INSERT – CHART
- c. Select PIE chart and then the type of Pie chart you would like to make.
- d. Move the chart below the other information on your spreadsheet so it all fits on one page.

6. FILE - PRINT (make sure the entire spreadsheet and chart fit on one page) then PRINT. SAVE as “A Day in My Life” on your student H drive.

7. Print the formulas as well by holding the CTRL key and pressing the ~ key. Then reprint the spreadsheet. This will print on two sheets.

8. Hand in the three sheets of printouts.